



U.S. District Court for the Northern District of Alabama

U.S. Probation Office

Position Title:	Probation Officer (Presentence)
Position Status:	Permanent, Full-Time
Announcement Number:	2021-15
Opening Date:	October 5, 2021
Closing Date:	Open until filled with preference given to applications received by 10/19/2021
Duty Station:	Huntsville, AL
Classification Level (CL)/Salary:	CL-25 (\$46,026 – \$73,639) CL-27 (\$53,448 – \$86,886) CL-28 (\$64,073 – \$104,127) Starting salary depends upon qualifications and experience
Area of Consideration:	Open to all qualified applicants

Position Overview

The U.S. Probation Office for the Northern District of Alabama, headquartered in Birmingham with divisional offices in Gadsden, Huntsville, and Tuscaloosa, is seeking applications for a qualified Probation Officer. By statute, the Probation Officer serves in a Judiciary law enforcement position and assists in the administration of justice. The incumbent promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Under the guidance and direction of a Supervisory Probation Officer, incumbent conducts investigations and provides pre-sentence reports and sentencing recommendations to the court.

Representative Duties

- Conduct pre-sentence investigations, including details of the offense, prior record, and personal and family data. Compile, analyze, and evaluate information gathered during pre-sentence investigations. Apply U.S. Sentencing Commission guidelines and case laws. Determine appropriate course of action after analyzing any objections to pre-sentence reports.
- Prepare and present pre-sentence report and sentencing recommendations to the court. Respond to judicial officers' requests for information and advice. Resolve disputed issues and testify in court on the basis of factual findings.
- Supervise offenders to facilitate adherence to imposed conditions, reduce risk to the community, and provide correctional treatment, as necessary. Develop, recommend, and implement approved supervision plans for offenders, maintain case records, and maintain personal contact with offenders to ensure adherence to court-imposed conditions and required correctional treatment.
- Maintain personal contact with offenders through office and community/home visits and by telephone. Refer offenders to appropriate outside agencies such as medical and drug treatment facilities.
- Coordinate, monitor, and verify offenders' activities with substance abuse facilities, counselors, shelters, and/or employment facilities.
- Assist in providing offenders with information on local resources and programs regarding employment, GED certification assistance, ongoing education, and vocational training. Identify interests, aptitudes, and abilities

of offenders through interviewing and gathering appropriate information. Assist offenders toward integration into the job market.

- Initiate contact with, reply to, and seek information from organizations and persons concerning offenders' behavior and conditions of supervision. Detect and investigate possible violations and assist in implementing appropriate alternatives and sanctions. Report violations to appropriate authorities.
- Monitor offenders' sources of income, lifestyle, and associates to assess risk and compliance, detect and investigate violations, report violations to the court, and implement appropriate alternatives or sanctions.
- Maintain a detailed written record of case activity.
- Perform other similar duties as assigned.

Qualifications

• Minimum Education and Experience

All probation officer positions require completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting the education requirements, applicants must also have additional qualifications in the amounts shown in the table below.

Classification Level	Minimum Education and Experience Requirements
25	<p>One year of specialized experience equivalent to work at the CL-23 OR Bachelor's degree from an accredited college or university and one of the following superior academic achievement:</p> <ul style="list-style-type: none"> • An overall "B" grade point average equaling 2.90 or better of a possible 4.0; • Standing in the upper third of the class; • "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; • Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or • Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.
27	<p>Two years of specialized experience, including at least one-year equivalent to work at the CL-25 OR Completion of master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.</p>
28	<p>Two years of specialized experience, including at least one-year equivalent to work at the CL-27.</p>

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

- **Knowledge, Skills and Abilities**

- General knowledge of criminal justice system. Familiarity with federal probation and parole legal requirements, policies, and procedures. Basic knowledge of sentencing guidelines and applicable case law. Basic knowledge of investigative and supervision techniques. Understanding of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Ability to utilize available OPPS offender workforce development resources. Ability to organize, prioritize, compile, and summarize work within established time frames. Ability to follow safety procedures.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups, including law enforcement and collateral agency personnel at different governmental levels, community service providers, and offenders. Ability to interview and establish rapport with all contacts for the purpose of assisting senior officers with supervision and investigation.
- Knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copiers, scanners, fax machines, etc.). Skill in the use of computer software and automated systems to perform record checks, compile criminal history information, and conduct similar activities.

- **Maximum Entry Age and Medical Requirements**

First-time appointees for this position must not have reached their 37th birthday at the time of appointment. Applicants age 37 or older who have previous law enforcement experience in the Federal Employees Retirement System or Civil Service Retirement System, and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement. Retirement is mandatory at age 57.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. The medical requirements and essential job functions derived from the medical guidelines for probation officers are available for public review at <https://www.uscourts.gov/> under [Officer and Officer Assistant Medical Requirements](#).

Conditions of Employment

- Applicants must be a U.S. citizen.
- Work is generally performed in an office setting, where offenders with violent backgrounds are often present. Field supervision functions and procedures require incumbents to have periodic contact in community areas with persons who have known violent backgrounds. Travel is required.
- Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

- Successful completion of a six-week new officer orientation at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina is required for newly appointed officers.
- Employees are required to use Electronic Fund Transfer (EFT) for direct deposit of pay.
- All court employees are EXCEPTED appointments and employed “at will”. Federal Civil Service classifications and regulations do not apply.

Benefits

- Federal Employees Retirement System
- Thrift Savings Plan (long-term retirement savings and investment plan) with employer matching contributions
- Federal Employees' Compensation for disability due to personal injury or employment-related disease while in the performance of their duty.
- Annual Leave (accrues at 4 hours per pay period for the first three years of service, 6 hours per pay period for three to five years of service, and 8 hours per pay period for fifteen or more years of service)
- Sick leave accrues at 4 hours for each pay period
- 11 paid federal holidays per year
- Federal Employees Health, Dental and Vision programs with premiums eligible for pre-tax deduction
- Federal Employees Group Life and Long-Term Care Insurance
- Flexible Benefits program for dependent care, health care, and commuter/parking expenses
- Employee Assistance Program and WorkLife4You Program to help improve your total well-being

How to Apply

To be considered for this position, applicants are required to provide the following:

- Letter of interest, outlining experience as it relates to this position
- Current resume
- Three professional references (name, address, and telephone number)
- Application for Judicial Branch Employment (Form AO-78)¹
- College transcript(s) (an unofficial copy is acceptable)
- Signed copies of the two most recent performance evaluations (if not applicable, include an explanation in your letter of interest)

Submit the above documents in the format below:

1. Combine all documents in **one PDF**;
2. Save the single document by your name (**Last Name, First Name**), e.g., **Johnson, Taylor**;
3. On the subject line of the email, enter the announcement number, and position title, e.g., **2021-15 Probation Officer (Presentence)**;
4. Ensure your application is complete; and
5. Email the complete packet to resumes@alnp.uscourts.gov **one time**.

Applicants who do not follow instructions may not be considered. Due to the volume of applicants, we will only communicate with those individuals who are selected for an interview and only applicants who are interviewed will receive a response regarding their application status. **Please no phone calls.**

Travel and relocation expenses are non-reimbursable.

The U.S. Probation Office reserves the right to modify, withdraw, and/or fill more than one position from this announcement without prior notice. If modified, applicants to the original announcement will automatically be considered.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

¹ Form AO-78 can be found at <http://www.uscourts.gov/forms/AO078.pdf>. Please ensure your information is saved prior to submitting.